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ADMINISTRATIVE AND FINANCIAL MATTERS

INCOME AND BUDGET PERFORMANCE IN THE BIENNIUM 1998-1999

Addendum

PERFORMANCE REPORT, 1998-1999

Note by the secretariat

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I. INTRODUCTION

1. Upon considering the report of the Executive Secretary on administrative and financial matters at its tenth session, several Parties expressed interest in seeing a more detailed performance report, preferably at the subprogramme level. This report is a response to that request. It covers the period 1 January 1998 to 30 June 1999. Summaries of this information are included in the relevant section of the main document (FCCC/SBI/1999/10).

2. The report contains a common table for each subprogramme in the secretariat. Each table is divided into two main parts:

(a) Financial and personnel resources; and

(b) Main results and outputs.

3. The first part provides a comparison between the approved core budget for the biennium 1998-1999 and the actual expenditures as at 30 June 1999, broken down by objects of expenditure. All budget and expenditure figures are in United States dollars. In addition, posts that have been approved for financing from the core budget are indicated.

4. The second portion provides a brief summary of the main outputs for the biennium. It must be emphasized that these outputs do not represent a comprehensive list of all tasks undertaken. For simplification purposes, outputs have been standardized as documents produced and events organized by each subprogramme, as these are key indicators of secretariat activity in support of the intergovernmental process. The titles of the documents are summarized for brevity.

5. In addition to the secretariat's main output, which has been to organize and support six weeks of intergovernmental meetings, other significant achievements are also indicated. Some of these achievements, especially in the areas of information products and non-Annex I support and with regard to workshops, were possible due to complementary expenditures from supplementary funds.

6. If Parties find this presentation useful, it can be refined for reporting to future sessions of the Conference of the Parties. A list of abbreviations is contained in the work programme document, FCCC/CP/1999/INF.1.

II. PERFORMANCE REPORT, 1998-1999: TABLES

Table 1. Executive Direction and Management programme

PERFORMANCE REPORT 1998-1999			
Programme: Executive Direction and Management		**Subprogramme:** none	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs Travel **Total**	1 161 100 103 000 **1 264 100**	705 920 112 736 **818 656**	Executive Secretary (ASG), P-4 Special Assistant, four GS (Personal Assistant, Secretary, Registry Assistant, Registry Clerk)
RESULTS AND OUTPUTS			
Documents prepared: N/A			
Events organized: Working lunch between Ministers and other Heads of delegation and chief executive officers from the private sector during COP 4			
Other significant achievements: 1. Developed procedures for the use of supplementary funds 2. Developed and revised a new UNFCCC personnel policy 3. Promoted cooperation on climate change activities with heads of partner organizations 4. Started work with Conference and Information Support Programme to improve the system for recording, tracking and following up correspondence			

Table 2 (a). Science and Technology programme
Direction and Management subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Science and Technology		**Subprogramme:** Direction and Management	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	1 097 900	529 401	D-2 Coordinator,
Consultants	0	40 080	P-2 Programme Officer
Travel	60 000	68 527	(vacant), two GS
Contribution to IPCC	750 000	350 000	(Secretary, Administrative
Total	**1 907 900**	**988 008**	Assistant)
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBSTA/1998/1; Provisional agenda and annotations (SBSTA - eighth session) 2. FCCC/SBSTA/1998/6; Report of the SBSTA (SBSTA - eighth session) 3. FCCC/SBSTA/1998/9; Report of the SBSTA (SBSTA - ninth session) 4. FCCC/SBSTA/1999/1; Provisional agenda and annotations (SBSTA - tenth session)			
Events organized: N/A			
Other significant achievements: 1. Provided support to SBSTA Chairman 2. Coordinated the UNFCCC fellowship programme			

Table 2 (b). Science and Technology programme
Methodology and Science subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Science and Technology		**Subprogramme:** Methodology and Science	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	1 265 200	356 832	D-1 Manager/Deputy
Consultants	290 000	165 578	Coordinator, P-4 Programme
Travel of participants/expert group	120 000	52 151	Officer, three P-3 Programme
Travel	73 000	53 060	Officers (two vacant,
Miscellaneous	0	8 959	one filled effective
Total	**1 748 700**	**636 580**	2 August 1999), GS Secretary

RESULTS AND OUTPUTS

Documents prepared:

1. FCCC/SBSTA/1998/2; Cooperation with relevant international organizations (SBSTA - eighth session)
2. FCCC/SBSTA/1998/3; Issues related to guidelines for the preparation of Annex I communications (SBSTA - eighth session)
3. FCCC/SBSTA/1998/4; Programme of work on methodologies, progress report (SBSTA - eighth session)
4. FCCC/SBSTA/1998/INF.1; Issues related to land-use change and forestry (SBSTA - eighth session)
5. FCCC/SBSTA/1998/7 and 8; Methodological issues identified: greenhouse gas (GHG) inventories (SBSTA - ninth session)
6. FCCC/CP/1998/7; Report on the development of observational networks of the climate system (COP 4)
7. FCCC/CP/1998/INF.4; Report on the initial SBSTA workshop on land-use, land-use change and forestry (LULUCF) (COP 4)
8. FCCC/SB/1999/1; Report on amendments to the revised guidelines, and addendum (SBSTA and SBI - tenth sessions)
9. FCCC/SB/1999/2; Work programme on methodological issues (Articles 5, 7 and 8 of the Protocol) (SBSTA and SBI - tenth sessions)
10. FCCC/SBSTA/1999/3; Review process related to GHG inventories (SBSTA - tenth session)
11. FCCC/SBSTA/1999/4; Information on impacts, adaptation and mitigation assessment methods (SBSTA - tenth session)
12. FCCC/SBSTA/1999/5; List of policy and procedural issues (Article 3.3 and 3.4 of the Protocol) (SBSTA - tenth session)
13. FCCC/SBSTA/1999/INF.1; Report on the workshop on methodological issues, and addendum (SBSTA - tenth session)
14. FCCC/SBSTA/1999/INF.2; Comparison of GHG inventories between national and IPCC methodologies (SBSTA - tenth session)
15. FCCC/SBSTA/1999/INF.3; Effects of the recalculation of the GHG inventories (SBSTA - tenth session)
16. FCCC/SBSTA/1999/INF.4; Information on emissions from fuel used in international transportation (SBSTA - tenth session)
17. FCCC/SBSTA/1999/INF.5; Report on the second SBSTA workshop on LULUCF (SBSTA - tenth session)

Three informal documents on international bunker fuels, methods to estimate emission inventories of HFCs, PFCs and SF_6 and a compendium of decision tools to evaluate adaptation strategies to climate change. These were presented at the tenth session of the SBSTA.

Events organized:

1. First SBSTA workshop on LULUCF; 23-25 September 1998, Rome; 98 participants
2. Workshop on methodological issues related to GHG inventories, 9-11 December 1998, Bonn; 85 participants
3. Second SBSTA workshop on LULUCF; 26-28 April 1998, Indianapolis; 116 participants

Other significant achievements:

1. Supported development of the new revised UNFCCC reporting guidelines on annual inventories for adoption by COP 5
2. Helped to clarify issues related to Article 3.3 and 3.4 of the Kyoto Protocol and facilitated an agreement on the timetable for decision-making on these articles (decision 9/CP.4)
3. Compiled methods related to impact assessments and adaptation technologies

Table 2 (c). Science and Technology programme Technology subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Science and Technology		**Subprogramme:** Technology	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	689 000	130 807	P-5 Manager, P-4 Programme Officer (vacant), P-3 Programme Officer, GS Secretary
Consultants	70 000	25 407	
Expert groups	60 000	6 056	
Travel	85 000	32 241	
Total	**904 500**	**194 511**	
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBSTA/1998/5; Development and transfer of technologies (SBSTA - eighth session) 2. FCCC/SBSTA/1998/INF.2; Options for technological information centres and networks (SBSTA - eighth session) 3. FCCC/SBSTA/1998/INF.5; Technology and technology information needs (SBSTA - eighth session) 4. FCCC/TP/1998/1; Barriers and opportunities related to the transfer of technology (COP 4) 5. FCCC/CP/1998/6; Progress report on transfer of technology: draft work programme (COP 4) 6. FCCC/SBSTA/1999/2; Development and transfer of technologies (SBSTA - tenth session) 7. FCCC/TP/1999/1; Technical paper on coastal adaptation technologies (SBSTA - tenth session)			
Events organized: 1. UNFCCC technology round table; COP 4 event; 162 participants 2. UNFCCC expert meeting on coastal adaptation technologies; 22 -23 March 1999, Bonn; 12 participants			
Other significant achievements: Completed and presented to Parties, in cooperation with IVAM Environmental Research, a survey of experiences, needs and opportunities among non-Annex II countries (covering 61 countries from all regions)			

Table 2 (d). Science and Technology programme Cooperation Implementation subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Science and Technology		**Subprogramme:** Cooperative Implementation	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs Consultants Travel of participants/expert groups Travel **Total**	816 600 60 000 36 000 47 000 **959 600**	446 605 97 339 28 175 42 783 **614 902**	D-1 Manager (vacant), P-5 Manager, P-4 Programme Officer, P-3 Programme Officer, GS Secretary (vacant)

RESULTS AND OUTPUTS

Documents prepared:

1. FCCC/SBSTA/1998/INF.3; Update on AIJ (SBSTA - eighth session)
2. FCCC/SB/1998/2; Mechanisms for issues related to cooperative implementation (SBSTA and SBI - ninth sessions)
3. FCCC/CP/1998/2; Second synthesis report on AIJ (COP 4)
4. FCCC/SB/1999/INF.1; Review of progress under the pilot phase (decision 5/CP.1) (SBSTA and SBI - tenth sessions)
5. FCCC/SBSTA/1998/INF.3; Update on AIJ (SBSTA - tenth session)
6. FCCC/SB/1999/4; Plan for facilitating capacity-building under decision 7/CP.4 (SBSTA and SBI - tenth sessions)
7. FCCC/SB/1999/INF.2; Synthesis of proposals on principles, modalities, rules and guidelines, and addendum (SBSTA and SBI - tenth sessions)

Events organized:

1. Two technical workshops on methodological issues related to project-based mechanisms; 14-18 September 1998, Abidjan, Côte d'Ivoire; 50 participants
2. Roundtable on the mechanisms; COP 4 side event
3. Technical workshop on mechanisms under the Kyoto Protocol; 9-15 April 1999, Bonn; 140 participants
4. CC: FORUM on mechanisms; side event at the tenth sessions of the SBSTA and the SBI

Other significant achievements:

1. Convened two inter-organizational meetings in conjunction with official UNFCCC sessions (SB 8 - June 1998 and COP 4 - November 1998)
2. Established an electronic list serve to share information on workshops (information being posted on website)
3. Prepared technical papers and compiled literature as inputs to workshops and CC:FORUM
4. Participated in and contributed to capacity-building workshops and technical meetings in various regions

Table 3 (a). Implementation programme
Direction and Management subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Implementation		**Subprogramme:** Direction and Management	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	862 800	775 147	D-2 Coordinator,
Consultants	0	107 288	P-2 Programme Officer,
Travel	91 000	60 176	GS Programme Assistant,
Training	0	12 100	GS Secretary
Total	**953 800**	**954 711**	(All posts occupied)
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBI/1998/1; Provisional agenda and annotations (SBI - eighth session) 2. FCCC/SBI/1998/2; Second review of the adequacy of commitments in Article 4, sub-paragraphs 2(a) and (b) (SBI - eighth session) 3. FCCC/SBI/1998/6; Report of the SBI (SBI - eighth session) 4. FCCC/SBI/1998/7; Report of the SBI (SBI - ninth session) 5. FCCC/SBI/1999/1; Provisional agenda and annotations (SBI - tenth session) 6. FCCC/SBI/1999/8; Report of the SBI (SBI - tenth session)			
Events organized: N/A			
Other significant achievements: 1. Provided support to SBI Chairman 2. Intensified cooperation with the Global Environment Facility (GEF)			

Table 3 (b). Implementation programme
Implementation Process subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Implementation		**Subprogramme:** Implementation Process	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs Consultants Expert Groups Travel **Total**	1 097 600 140 000 0 43 000 **1 280 600**	462 538 114 257 21 893 35 372 **634 060**	D-1 Manager/Deputy Coordinator, three P-3 Review Programme Officers, GS Secretary (All posts occupied)

RESULTS AND OUTPUTS

Documents prepared:

1. FCCC/AG13/1998/1; Provisional agenda and annotations of the Ad Hoc Group on Article 13 (AG13 - sixth session)
2. FCCC/AG13/1998/2; Report of the Ad Hoc Group on Article 13 (AG13 - sixth session)
3. FCCC/SBSTA/1998/3; Issues related to guidelines for the preparation of Annex I national communications (SBSTA - eighth session)
4. FCCC/CP/1998/5; Approach to comparison of data on GHG emissions (COP 4)
5. FCCC/CP/1998/11; Summary of the second compilation and synthesis of second national communications, and two addenda (COP 4)
6. FCCC/CP/1998/INF.9; Summary compilation of Annex I annual GHG emissions inventory data (COP 4)
7. FCCC/SB/1999/1/Add.2; Addendum to the report on amendments to the revised guidelines (SBSTA and SBI - tenth sessions)
8. FCCC/SBI/1999/5; Report on Annex I Parties' national GHG emissions inventory (1990 to 1996), and addendum (SBI - tenth session)
9. FCCC/TP/1999/2; Technical paper. Report on data comparisons

One informal document on procedures and mechanisms relating to compliance under the Protocol. This was presented prior to the tenth session of the SBI.

Events organized:

1. Workshop on generic issues related to guidelines for the preparation of national communications by Parties included in Annex I to the Convention; 17-19 March 1999, Bonn; 70 participants
2. Consultation on procedures and mechanisms relating to compliance under the Kyoto Protocol; tenth sessions of the SBSTA and the SBI

Other significant achievements:

1. Compiled comprehensive GHG inventories database covering all Parties that have submitted national communications, and a web interface on this database is in development
2. Supported conclusion of AG 13 work and adoption of decision on multilateral consultative committee (with one issue pending)
3. Initiated work on the first compilation and synthesis of initial national communications from non-Annex I Parties

Table 3 (c). Implementation programme
Annex I Implementation subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Implementation		**Subprogramme:** Annex I Implementation	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	1 437 400	793 127	P-5 Manager, two P-4 Review Officers, two P-3 Review Officers, GS Secretary (All posts occupied)
Consultants	60 000	33 799	
Expert groups	120 000	150 232	
Travel	135 500	91 614	
Total	**1 752 900**	**1 068 772**	
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBI/1998/INF.1; In-depth reviews of first and second national communications and scheduling for future communications (SBI - eighth session) 2. FCCC/SBI/1998/INF.2; Nomination of experts for participation in in-depth reviews (SBI - eighth session) 3. FCCC/CP/1998/4; Interim assessment of in-depth reviews (COP 4) 4. FCCC/SBI/1999/6; Future review process including that under Articles 7 and 8 of the Kyoto Protocol (SBI - tenth session) 5. FCCC/SBI/1999/INF.2; Progress report on the in-depth reviews of Annex I Parties' second national communications (SBI - tenth session)			
Events organized: Coordinated 28 in-depth review visits including participation by government-nominated experts			
Other significant achievements: 1. Coordinated preparation and publication of 14 reports on in-depth review of Annex I national communications 2. Contributed to the drafting of the compilation and synthesis of national communications 3. Contributed to the GEF inter-agency task force on incremental costs			

Table 3 (d). Implementation programme
Non-Annex I Implementation subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Implementation		**Subprogramme:** Non-Annex I Implementation	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	691 300	380 106	P-5 Manager,
Consultants	60 000	70 598	P-4 Programme
Travel of participants/expert groups	240 000	19 249	Officer, GS Secretary
Travel	89 000	51 037	(vacant)
Workshops logistics	0	10 000	
Total	**1 080 300**	**530 990**	

RESULTS AND OUTPUTS

Documents prepared:

1. FCCC/SBI/1998/INF.3; Secretariat activities to facilitate financial and technical support (SBI - eighth session)
2. FCCC/CP/1998/INF.2; Secretariat activities to facilitate financial and technical support (SBI - ninth session)
3. FCCC/CP/1998/12/Add.1; Addendum to report of the GEF (COP 4)
4. FCCC/SBI/1999/INF.1; Provision of financial and technical support. Information on relevant action by the GEF (SBI - tenth session)
5. FCCC/SBI/1999/INF.4; List of projects submitted by non-Annex I Parties (SBI - tenth session)

Events organized:

1. Workshop on non-Annex I communications and further capacity needs; 3 April 1998, New Delhi; 10 participants
2. Workshop on emission factors and activity data; 15-18 September 1998, Havana; 76 participants
3. Training on use of CC:WEB CD-ROM for non-Annex I Parties at each of the sessions; 25 participants

Other significant achievements:

1. Disseminated CC:TRAIN package on preparing national communications
2. Compiled a database on enabling activities for preparing initial national communications

**Table 4 (a). Conference and Information Support programme
Direction and Management subprogramme**

PERFORMANCE REPORT 1998-1999			
Programme: Conference and Information Support		**Subprogramme:** Direction and Management	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs Consultants Travel **Total**	1 149 400 0 60 000 **1 209 400**	566 257 19 774 32 024 **618 055**	D-1 Coordinator, P-2 Programme Officer, two GS (Secretary, Administrative Assistant (vacant))
RESULTS AND OUTPUTS			
Documents prepared: N/A			
Events organized: N/A			
Other significant achievements: Facilitated cooperation on climate change activities with partner organizations			

Table 4 (b). Conference and Information Support programme
Conference Support subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Conference and Information Support		**Subprogramme:** Conference Support	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	881 600	449 942	P-5 Manager, P-3 External Relations Officer, three GS (Secretary, External Relations Assistant (vacant), Meetings Services Assistant)
Consultants	65 000	35 580	
Travel	29 000	97 721	
Other contractual services	0	12 096	
Total	**975 600**	**595 339**	
RESULTS AND OUTPUTS			
Documents prepared: FCCC/SBI/1998/3; Arrangements for intergovernmental meetings (SBI - ninth session)			
Events organized: see below			
Other significant achievements: 1. Organized six weeks of meetings of the COP and its subsidiary bodies (logistics, facilities, accreditation, registration and special events) 2. Serviced four workshops 3. Edited all documents for all intergovernmental sessions			

Table 4 (c). Conference and Information Support programme
Information Support subprogramme

PERFORMANCE REPORT 1998-1999			
Programme: Conference and Information Support		**Subprogramme:** Information Support	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs	829 200	514 993	P-4 Information Technologies Officer (vacant), P-3 Network Officer (vacant), P-2 Software Officer, P-2 Support Officer, GS Secretary
Consultants	80 000	51 796	
Travel	37 000	16 660	
Supplies/equipment	269 500	104 642	
Contributions	0	20 000	
Total	**1 215 700**	**708 091**	
RESULTS AND OUTPUTS			
Documents prepared: N/A			
Events organized: N/A			
Other significant achievements: 1. Facilitated video conferencing during COP 4 2. Provided networked computer environment at all sessions and workshops 3. Developed and serviced the web site, plus special COP and subsidiary bodies module (1,110,000 hits per month) 4. Adapted a new logo 5. Developed various databases (roster of experts, national focal points, GHG inventory) 6. Developed and analysed questionnaire addressed to all participants on services provided during sessions 7. Developed a new web site			

**Table 5 (a). Resources, Planning and Coordination programme
Direction and Management subprogramme**

PERFORMANCE REPORT 1998-1999			
Programme: Resources, Planning and Coordination		**Subprogramme:** Direction and Management	
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure	Core posts
Posts and other staff costs Consultants Travel **Total**	1 337 000 80 000 91 000 **1 508 000**	889 159 59 998 55 945 **1 005 102**	D-1 Coordinator, P-5 Senior Legal Officer, P-3 Programme Officer, P-2 Programme Officer, two GS Secretaries (all posts occupied)
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBI/1998/3; Arrangements for intergovernmental meetings (SBI - eighth session) 2. FCCC/CP/1998/1; Provisional agenda and annotations for COP 4, and addendum (COP 4) 3. FCCC/CP/1998/13; Review of information and possible decisions under Art. 4.2(f) of the Convention (COP 4) 4. FCCC/CP/1998/16; Report of the COP (COP 4) 5. FCCC/SBI/1999/2; Arrangements for intergovernmental meetings (SBI - tenth session) 6. FCCC/SBI/1999/7; Institutional linkage of the Convention secretariat to the United Nations (SBI - tenth session) 7. FCCC/SBI/1999/9; Proposed programme budget, 2000-2001, and addendum (SBI - tenth session) 8. FCCC/CP/1999/2; Proposal from the Republic of Kazakhstan (COP 5)			
Events organized: 1. Informal consultations by the President, 9 -10 October 1998, Buenos Aires, 30 Parties 2. Informal consultations by the President, 24 April 1999, New York, 34 Parties			
Other significant achievements: 1. Facilitated arrangements for the signing of Kyoto Protocol 2. Processed amendments to the list of Parties included in Annex I to the Convention from point of adoption at COP 3 to entry into force in August 1999 3. Coordinated the secretariat's Project Funding Group 4. Managed internal planning for intergovernmental meetings			

**Table 5 (b). Resources, Planning and Coordination programme
Financial Management and Administration subprogramme**

PERFORMANCE REPORT 1998-1999			
Programme: Resources, Planning and Coordination	**Subprogramme:** Financial Management and Administration		
FINANCIAL AND PERSONNEL RESOURCES (30.06.99)			
Object of expenditure	Biennial budget	Expenditure[1]	Core posts
- General operating expenses (includes communications charges, rental and maintenance of equipment and hospitality)	560 700	264 262	none
- Furniture and supplies	255 000	26 860	
- Contractual services (external printing, training)	185 000	72 862	
- Common services	900 000	552 365	
Total	**1 900 700**	**1 150 349**	
RESULTS AND OUTPUTS			
Documents prepared: 1. FCCC/SBI/1998/4; Administrative and financial matters (SBI - eighth session) 2. FCCC/SBI/1998/INF.4; Status of contributions (SBI - eighth session) 3. FCCC/CP/1998/8; Administrative and financial matters, and addendum (COP 4) 4. FCCC/CP/1998/9; Audited financial statements, 1996-1997 (COP 4) 5. FCCC/CP/1998/10; Audit reports (COP 4) 6. FCCC/SBI/1999/3; Administrative and financial matters (SBI - tenth session) 7. FCCC/SBI/1999/INF.5; Status of contributions (SBI - tenth session)			
Events organized: N/A			
Other significant achievements: 1. Agreement with the United Nations Office at Geneva on transfer of administrative responsibilities 2. Updating and classification of all posts 3. Support to current major recruitment exercise			

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[1] This subprogramme operates with overhead funds. The amounts shown refer to the secretariat-wide costs.